



Job Posting

Posting & Application Period:
September 14 - 29, 2015 (by 5:00 pm)

Legal Drafting Editor

DEPARTMENT: Legislative Service Bureau

STATUS & HOURS: Full-Time – 37.5 hours per week | 8:30 am to 5:00 pm, Monday - Friday

MINIMUM PAY RATE: \$20.07 per hour (\$39,287 annually)
Range F on the 10-1-14 Legislative Council Salary Scale

JOB LOCATION: Legal Division – 124 W. Allegan Street, 3rd Floor-Boji Tower, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

The employee in this position proofreads and edits legislative bills, bill request information, substitutes, amendments, public acts, tables, reports, correspondence, and joint resolutions in order to correct errors in typing, spelling, English usage, and punctuation. Performs limited keyboarding work. Assists with training new attorneys and legal services assistants as needed. Work is performed according to establish procedures and guidelines in a team-oriented environment. Individual works closely with a partner to read aloud for proofreading and editing work.

The Legislative Service Bureau (LSB) is a nonpartisan legislative information and service agency that is part of the Legislative Council. The Council is charged with maintaining bill drafting, research, and other services for utilization by all members of the Michigan Legislature. The LSB Legal Division provides bill drafting services.

MINIMUM QUALIFICATIONS and ABILITIES

- Bachelor's degree required.
- Minimum one year of experience in proofreading preferred.
- Must be organized and detailed-oriented, with the ability to meet deadlines under pressure.
- Ability to work in team-oriented environment with customer-service orientation.
- Candidate must possess a high level of initiative and be self-disciplined.
- Ability to deal with frequent changes, delays and unexpected events.
- Ability to follow complex oral and written instructions.
- Excellent verbal and written communication skills required.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Ability to maintain confidentiality required.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at www.michigan.gov/mdcs. Applicants must include a resume and cover letter as separate attachments in their online application for full consideration. **The deadline to apply is 5:00 pm on Tuesday, September 29, 2015.**

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan and maintain confidentiality. This position is an unclassified, non-Civil Service position.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.